



Department of Building and Development
1 Harrison St, SE
Leesburg, Virginia 20175
703-777-0397

MINIMUM SUBMISSION CHECKLIST

APPLICATION NUMBER:	SBRD-2016-0008		
APPLICATION NAME:	One Loudoun Downtown Block A, Lot 8A		
REFERRALS:	LW, OMAGI, COR, GS, F&R		
PROJECT MANAGER:	Eric Jewell		
CHECKLIST REVIEW DEADLINE:	04/12/2016		
REVIEW DATE STATUS:	<input checked="" type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED		
RESUBMISSION REVIEW (ONLY IF REJECTED DURING CHECKLIST REVIEW)			
RESUBMISSION DATE:	STATUS: <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED		
REQUIREMENT	ACCEPTABLE?		
	YES	NO	DATE CORRECTED
DOCUMENTATION			
Completed Land Development Application form, with original signatures.	x		
Fee check.	x		
Number of folded plats/plans (10 plats, 15 plans, 6 for boundary line adjustments).	10		
One copy of all deeds.	N/A		
Health Department or LCSA certificates.			
PLAT/PLAN REQUIREMENTS			
Title block, including: Scale of drawings Name of development and section number(s) (if applicable) Name of firm preparing document	x		
Plans on 24" x 36" sheets; plats on 18" x 24" sheets.	x		
All tax map and parcel number references of the proposal site.	x		
Zoning of subject property and adjacent properties.	x		
Approval conditions, proffers, and/or waivers granted for the subject property	x		
Location; County-assigned street name(s) and State route number(s); bearings and distances of existing or proposed property lines; centerline and width of existing or proposed streets, easements, or other public or private way; and location and dimensions of driveways and entrances.	x		
Dimension separation between structures and dimensions of all setbacks for zoning, building, and easements for existing or proposed parcels.	x		
Number of stories and total height of structures.	N/A		
Location(s) of existing and proposed structures, easements, utilities, waterways, wetlands, floodplain, mountainside overlay, septic, well, archeological, natural and historic features and landmarks, Ldn noise limits, jurisdiction boundaries (i.e., towns, county).	x		
Topographic map with existing and proposed contours.	n/a		
Soils map.	n/a		
Landscape plans.	n/a		
Number of units, FAR calculations, square footage of structures.	n/a		
Parking calculations.	n/a		
Stormwater management calculations.	n/a		